

Safety Review Committee
November 15, 2002
10:00 AM - 12:00 PM

Minutes

Members Present

Joel Ager, Dennis Collins, Sharon Doyle, Ben Feinberg, Ken Fletcher, Mack Kennedy, Peter Lichty, Don Lucas, Steve Lundgren, Augusto Macchiavelli, Ron Madaras, Linfeng Rao, Scott Taylor, Pat Thomas (for Othon Monteiro and Ed Lampo), Weyland Wong, Linda Wuy, Hisao Yokota

Members Absent

Ed Lampo, Othon Monteiro, Linda Smith, Ted Sopher

Others Present

Don Bell, John Chernowski, Nancy Sallee, Robin Wendt, Otis Wong

Previous Minutes

The meeting was called to order at 10:00 AM by the SRC chair, Ben Feinberg. The October minutes were approved as submitted.

Comments from the Chair

Ergonomics Pilot Program: Ben Feinberg met with Sally Benson to discuss the committee's earlier suggestion that the Lab provide funds for ergonomic upgrades for small programs. EH&S identified divisions having small programs and a significant risk of ergonomic injury: Earth Sciences, Environmental Energy Technologies Division (EETD), and Life Sciences. Sally has approved \$20,000 in matching funds. The funding is to be allocated according to the divisions' sizes and used only for small programs within the divisions. No single upgrade may receive more than \$1,000. The divisions will decide who will receive the funds, with the three SRC representatives ensuring that the funding is evenly divided between the divisions, based upon size. EH&S is available to provide assistance. Ben Feinberg will draft a letter for Sally Benson to send to the Division Directors.

Frequency of MESH Reviews: The committee charter requires Management Environment, Safety, and Health (MESH) reviews to be conducted every 3 years for each division. The division safety programs have improved and the MESH review committees have not been finding major problems. Ben suggested that the frequency of MESH reviews be reduced to 4 years. Sally Benson wants the frequency of reviews to be based on each division's performance, varying from 2 to 4 years, with 3 years as the normal review cycle. The frequency should not be based on the committee's workload. Divisions with new directors may need to be reviewed sooner. The MESH review team could recommend the schedule for the next review in the MESH report. Ben Feinberg will draft guidelines (e.g., no major findings = 4 years, some significant action items = 3 years, major concerns/no effective program = 2 years). The review committee should also look at performance trends and the degree of line

management commitment demonstrated by the MESH response presentation. Also discussed was asking the Integrated Safety Management Board (Sally Benson, Pier Oddone, and David McGraw) to determine the final review schedules.

The ISM Board and SRC are to follow up on MESH review findings. Division responses to MESH findings are to be included in the Division's next self-assessment report. The information could be summarized as an appendix of the self-assessment report. The Office of Assessment and Assurance (OAA) is requested to present an annual report to the SRC on MESH responses. These reports should also be provided to the MESH teams on their next review of the Division.

ES&H Reviews of Divisions

Don Bell described how the various levels of safety reviews fit together. The division self-assessments focus on workplace safety and are performed by line management, with validation by OAA and volunteers. MESH reviews focus on safety management and are performed by the SRC. Integrated Functional Appraisals (IFA) are performed by EH&S and should focus on high-level hazards.

LBNL's self-assessment program is gaining acceptance and recognition by DOE and UC. The Department of Defense (DOD) accepts references to our reviews in required reports. EH&S is looking at having our self-assessment program accredited by an external reviewer. LBNL's self-assessment program will be featured at a Department of Energy (DOE) safety summit this summer.

The Operational Awareness program has taken the place of annual DOE safety reviews. DOE functional program representatives prepare an annual Individual Implementation Plan (IIP) describing their planned activities. The level of participation varies. DOE observes our self-assessment validation process. The validation needs to be rigorous to maintain credibility. DOE retains the authority to do "tiger-team" type audits if they think a site has safety problems.

ES&H for Supervisors and Work Leads

Nancy Sallee led a follow-up discussion of her previous presentation on the best way to present the courses ES&H for Work Leads (EHS019) and ES&H for Supervisors (EHS020). Ben Feinberg suggested that the course for supervisors could be condensed to about 20 essential slides that could be presented in about a half hour. The Division Director or Deputy could present the course to individual PIs, and use the opportunity to discuss other non-safety liability issues and supervisor responsibilities as well. The training should be individual for new PIs. Experienced supervisors could receive the information in a 20-minute group briefing as part of a Director/PI meeting. An EH&S instructor could give the presentation, with the Division Director or Deputy providing the introduction. Director buy-in is necessary to encourage compliance and communicate responsibility. EH&S wants to tailor the class to each division's needs. As a result of feedback from the first classes, the courses now contain a better

explanation of the procedure for stopping unsafe work. A web-based course could be made available for experienced PIs who cannot attend a class session.

LLNL requires 40 hours of training for new managers, taught by senior managers. IBM requires 3 weeks of training. We should find out more about what other labs do. We need to make sure persons reclassified into supervisory positions receive training, as well as newly-hired supervisors. Supervisors have legal responsibilities for worker safety under OSHA and California laws; however, they are rarely prosecuted, so over-emphasis of supervisor liabilities would not be appropriate. Ben Feinberg will draft recommendations for SRC consideration at the next meeting. Robin Wendt will collect information about supervisor training requirements at the other multi-purpose labs.

MESH Review Committees for 2003

Ben Feinberg recommended the following MESH review committees be convened during 2003:

<u>Division</u>	<u>Leader</u>	<u>Reviewers</u>
EETD	Mack Kennedy	Ken Fletcher and Steve Lundgren
ALS	Don Lucas	Dennis Collins and Augusto Macchiavelli
Directorate	Sharon Doyle	Linda Smith and Ron Madaras
PBD	Linfeng Rao	Ed Lampo and Peter Lichty
Physics	Joel Ager	Ted Sopher and Hisao Yokota

There should be at least two SRC members on each MESH Committee. MESH Committee leaders should discuss the plans with the potential reviewers and encourage them to “volunteer”. OAA will gather the information from the Divisions and schedule the review meetings. Committee members will participate in the review meeting and tour selected work areas. OAA will draft the review report for the committee’s approval.

EH&S SRC Representative

The SRC charter requires EH&S to be represented on the SRC by the Division Director or Deputy. They would like to amend the charter to allow a peer representative to serve on the Committee, with Director/Deputy ex-officio participation. Peter Lichty has been representing EH&S and also provides a link to the Human and Animal Regulatory Committee.

The meeting was adjourned at 11:45 AM

Respectfully submitted,

Patricia M. Thomas
(for E.J. Lampo, SRC Secretary)